

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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1. Application Date November 29, 1972		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed DEC 19 1972 449 DEC 22 1972	
2. Agency Application No. 85		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Consumer Protection - State Fuel Oil Lab 5235 Kennedy Road Forest Park, Georgia 30050		4. Person to Contact Dr. J.D. Harvey <i>JWAN</i>	
				5. Working Title State Oil Chemist	
				6. Tel. No. 656-6336	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1971 to Date		9. Exact Series Title Oil Inspectors Daily Reports Files			
10. What is the function of the office in which this record series is created? This Unit administers the Fuel Oil Act, providing for the registering of Service Station, Inspecting, Sampling and analysing petroleum products; and registering brand names of petroleum products. It receives applications for registration of Service Stations, issues certificates of registration for service Stations, and inspects Service Stations for quality of products sold and volume dispensed; registers brand names for petroleum products; registers Brake Fluid Brands; and performs laboratory tests on petroleum products for quality.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to Fuel Oil Inspection Unit - Inspectors Daily Reports. Included is: Inspectors Daily Reports - AG 62-003-113 which summarizes the activity of the unit for that day by giving miles travel, time involved, number of pumps inspected, and lists proposed schedule for next day. Files are arranged by month therunder alphabetically by Inspector.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		1	1.5	1/2 1	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s)	
				This Year's Last Year's Preceding Year's All Prior Years	
				AVERAGE DAILY REFERENCES	
				1 0	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [x]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ [] ☒ [x]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [x]

24. REQUIREMENTS. The following requires the files to be kept 6 Months ~~years~~:


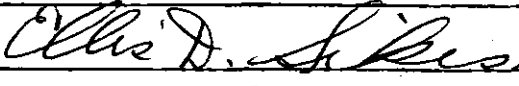

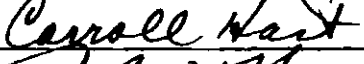
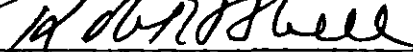
- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☐ [] FISCAL YEAR ☒ [x] OTHER See Below, then:

- ☐ [] Hold in the current files area _____ month(s)/_____ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold _____ year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☒ [x] Other: (Specify)

Cut off Monthly. Hold in active files 6 months, then, destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
	11-29-72		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved		11-29-72
	State Auditor/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved		12-20-72
	Secretary of State/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved		12-18-72
	Attorney General/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved		12-20-72

STATE RECORDS
COMMITTEE